

RPA DIRECT RECRUITMENT CHECKLIST

4/29/2005

ISSUE	YES	NO	N/A
PRIOR TO INITIATING RPA:			
1. Obtained Appropriate Approvals, as required			
2. Consulted and met with CPAC advisor to discuss the following:			
a. Use of a previously issued referral list			
b. Recruitment sources			
c. Area of Consideration			
d. Grade level for recruitment (i.e., target grade, trainee position, multiple grade levels			
e. Fill of multiple vacancies from one announcement with one RPA			
f. Tentative identification of required/desired skills or tasks			
g. Unique requirements of position and difficulty in recruitment			
h. Priority Placement Program Option Codes, if applicable			
i. Recruitment Incentives			
UPON INITIATION OF RPA:			
1. Used DCPDS Desk Guide in creation of RPA			
2. All information required on Part I - Manager of the Gate Keeper Checklist was completed.			
3. Under the remarks section of the RPA or under the bullet in Gate Keeper "Would you like to make comments on this action", I provided the following information:			
a. Interim Clearance Acceptable			
b. Position is TDP and annotated on RPA as such			
c. Alternate Work Schedule			
d. Lautenberg Amendment applies/Weapons Qualifications			
e. Individual Reliability Program			
f. Physical Agility Testing			
g. Operation of Vehicle			
h. CDL required			
i. PPP Option Codes, if applicable			
j. Recruitment Incentives			
k. Bargaining Unit Status Code			
l. Any other unique requirement			
4. Indicated in remarks section of RPA TDY/extended leave scheduled			
5. Annotated in remarks section of the RPA the name(s), AKO e-mail addresses & phone numbers of individual(s) who are to receive a copy of draft announcement and/or referral list.			

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UPON RECEIPT OF ANNOUNCEMENT:			
1. Review of draft announcement completed within the allotted time frame.			
2. Notified CPOC of any required changes to announcement.			
3. In my absence, another supervisor reviewed the draft announcement.			
4. I asked the CPAC advisor to review the draft announcement upon receipt.			
UPON RECEIPT OF REQUIRE/DESIRED SKILLS:			
1. Identified required/desired skills in order of priority/weight			
2. Consulted with CPAC advisor regarding adding additional skills			
3. Newly added skills are based on contents of PD			
UPON RECEIPT OF REFERRAL LIST:			
1. All instructions provided on referral list were followed.			
2. Selection made within the allotted time frame.			
3. If required, a written extension of referral sent to the CPOC, with a cc to the CPAC prior to the expiration date.			
4. CPAC advisor immediately notified of my inability to make selection due to an emergency situation.			
5. Referral list returned via referral instructions with a copy furnished to the EEO, CPAC advisor and as required within the chain of command.			